Defense Travel Management Office

Defense Travel System

Financial Field Procedures Guide

December 6, 2010

Revision History

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	8/03/06	PMO-SEIT-GDE-080106-10.6	Updated Table of Contents	All
10.10	6/13/08	Defense Travel Management Office (DTMO)	Updated Ad Hoc Request process, Updated ROA Process, replaced Permission Level Matrix (Table 2), replaced “Tier 3 help desk” with TAC, removed PMO headers and footers and replaced with DTMO footer, replaced cover, updated Appendix E, removed gender references, added info on Cross-Org Funding feature.	All
10.11	2/2/09	Defense Travel Management Office (DTMO)	Updated Ad Hoc request and ROA request forms	All
10.12	2/23/10	Defense Travel Management Office (DTMO)	Updated text for new functionality associated with FY 9 Release 6, updated NDEA definition associated with DoD FMR change, removed Appendix O references, added Procedures for Authorized Trips Home, removed ROA process	All
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10.14	12/6/10	Defense Travel Management Office (DTMO)	Complete re-write. Consolidated information on Certifying Officers into section 4; added information on LOA uploads via spreadsheet in section 8; updated information on Cross-Organization funding in section 10; updated information in Appendices C, F, G, H, I, and J to reflect current/additional information	All

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CHAPTER 1: Purpose

The purpose of this guide is to identify the major financial management-related roles, responsibilities, regulations and requirements associated with the Defense Travel System (DTS). It provides information on Departmental Accountable Officials, such as Authorizing Officials (AOs), Budget Defense Travel Administrators (BDTAs), Certifying Officers (COs), Finance Defense Travel Administrators (FDTAs), Debt Management Monitors (DMMs), and Routing Officials (ROs). Also included is a description of the roles of the CO in the payment process and the AO's and CO's pecuniary liability for financial losses. An overview of DTS financial management-related functions and other topics concerning finance/resource management are included; please refer to the DTMO web site at http://www.defensetravel.dod.mil/Sections/DTS_Main.cfm for more detailed information and additional resources.

This document is a guide only and is not an official Department of Defense (DoD) regulation. Personnel should consult official DoD regulations, i.e., the DoDFMR, JFTR/JTR, etc. and component-specific regulations to ensure compliance.

CHAPTER 2: Funds Control - Finance and Budget Defense Travel Administrator (FDTA/BDTA)

This section provides information on the funds control process in DTS and the complimentary roles of the FDTA and BDTA. These two DTAs are responsible for the line(s) of accounting (LOA), and establishment of the travel budget using the Budget Module as a basis for travel approvals. The FDTA is generally considered the primary point of contact of an organization for all financial management-related activity in DTS.

The FDTA and BDTA may be one or more person(s) (a DoD employee or military member) in the budget, resource management, accounting or finance office who is responsible for assisting in the management and support of the DTS. Local organizations can allow contractors to accomplish like functions under the direction of government personnel and as described in their contract.

The FDTA/BDTA may work with LOAs, budgets, reports, and act as a help desk point of contact. The responsibilities, as established by the local organization, may include:

- Operate the local help desk
- Process rejects from accounting and disbursing
- Manage travel documents and reports
- Reconcile CBAs
- Maintain LOAs and budgets and assign them to the correct organization(s). See Section 8, LOAs
- Track traveler debt
- Use the cross org funding features. See Section 10.
- Retain accountable officer records (approved letters of appointment) for the organization
- Maintain routing lists and groups for the organization

Not all accounting systems record travel budget data at the detail level provided in DTS. However, the official funds control data resides in the appropriate Defense Accounting and Disbursing System (DADS). These systems support/provide accounting and disbursing functions based on the financial transactions submitted from DTS.

2.1 Finance DTA

The Finance DTA (FDTA) is responsible for assisting in the management and support of the DTS at the organizational and/or installation level as designated by the responsible commander and the FDTA ensures all financial information is current and accurate. The FDTA must be appointed in writing as an Accountable Official (see Appendix C). When this appointment expires, the DD Form 577 is updated to terminate the appointment, and access to DTA functions/routing are reduced to the lowest level required to perform any remaining duties.

A FDTA, with appropriate permission level(s) (see Table F) and organization access can create, maintain, or delete LOAs. The FDTA is responsible for maintaining the LOAs and assigning them to the correct organizations; each LOA must also be assigned a corresponding LOA label and budget. An LOA must only be deleted when it is no longer needed, because early deletion prevents use in a new travel document(s).

The FDTA serves as the point of contact for correcting rejected transactions resulting from financial errors. If the LOA does not pass the audit in the accounting system, an error message is generated and the transaction will be rejected. The transaction is returned to DTS for correction and a REJECTED entry is recorded in the document history. An amendment is required to correct the situation and any delay in correcting the transaction will hinder authorization approval or voucher reimbursement.

The FDTA must comply with all Department-wide and local financial policies and procedures for establishing and maintain LOAs and must be familiar with the regulations and policies:

- DoD Financial Management Regulation (DoD FMR)
- Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR)
- All service or agency internal control policies and procedures

In addition to finance and accounting functions, the FDTA may have additional DTA responsibilities. The FDTA is an integral part of the local help desk function, and may serve as the local contact for issues such as travel allowances and policies.

Additional information on

- Creating and maintaining LOAs is available in the *DTA Manual*, Chapter 8, Para. 8.3.4.
- Guidance on Fiscal Year Crossover for LOAs is contained in the DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year.
- the Budget module, including setting up budgets for new fiscal years, is available in the *DTA Manual*, Chapter 9.

2.2 Budget DTA

The Budget DTA (BDTA) with the appropriate permission level and organization access can create, edit, and remove information in the Budget module. See the *DTA Manual*, Chapter 9. Changes in funding targets should coincide with normal fund distribution cycles. The BDTA reconciles the balances in the Budget module with official accounting records regularly in accordance with local policies. The BDTA complies with local financial procedures.

The BDTA must be appointed in writing as an Accountable Official (see Appendix C). When this appointment expires, DD Form 577 is updated to terminate the appointment, and access to DTA functions/routing are reduced to the lowest level required to perform remaining duties.

The Budget module allows the BDTA to control budget targets related to each LOA and provides real time fund status within DTS, displaying balance information during the approval process; DTS prevents approval of travel documents with insufficient remaining budget targets. The budget targets entered into the Budget module should mirror the funding information in the official accounting systems. The FDTA has a link in the LOA list to create a budget item; this link only functions if the FDTA is also the BDTA, otherwise the duties of maintaining LOAs and travel budget target are separate.

The BDTA can use the standard DTS budget reports to generate reports required by commanders, resource managers, and AOs. These reports can be accessed in the Budget Module by selecting Reports from the main navigation bar. BDTAs (or FDTAs) may also be required to utilize the Management Information System (MIS) query capabilities for various military pay reports as described in Section 12.2 of this guide. Detailed information regarding both the standard DTS reports and the MIS query capabilities are also available in the *DTA Manual,* Chapter 10.

CHAPTER 3: Debt Management Monitor

Use of the DTS Debt Management feature requires the appointment of the Debt Management Monitor (DMM) as an Accountable Official (see Appendix C). A designated DMM is responsible for monitoring debt management within DTS based on organization access for reports and group access for all debt related e-mails. Details on the roles and responsibilities of the DMM can be found in the *DMM Roles and Responsibilities* document.

CHAPTER 4: Authorizing Official

The Authorizing Official (AO) is the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. AOs are not required to be travel experts, but should have some knowledge of allowances and eligibility requirements described in the Joint Federal Travel Regulations/Joint Travel Regulations (JFTR/JTR). DTS provides compliancy audits and online access to allowances to facilitate the AOs responsibility.

Required Training

Within two weeks of appointment, and before approving any documents, a training course as defined in Certifying Officer Legislation (COL) Public Law 104-106 must be completed. A printed certificate of the course completion needs to be provided.

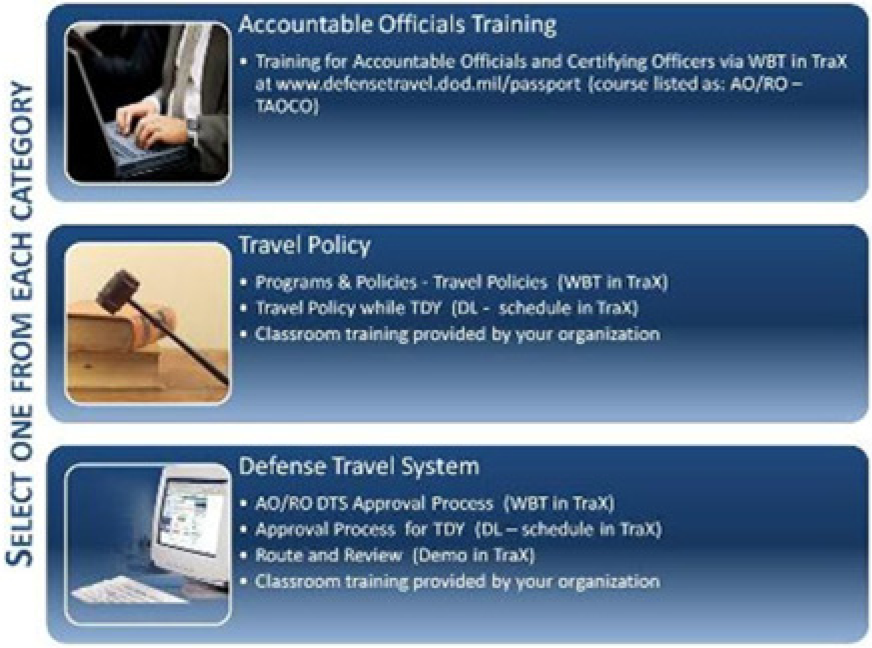
The specific course to be completed that will satisfy the training requirement will be identified by the command/organization. The below sites can assist in providing the training that will satisfy the COL requirement:

- Defense Finance and Accounting Service (DFAS) web site: Certifying Officer Legislation (COL) Training http://www.dfas.mil/fastrac/coltraining.html
- Field Management Distributed Learning Center. Many classes are available. https://fm.csd.disa.mil/kc/login/login.asp?kc_ident-kc0014&binAcces=TRUE
- Travel Explorer (TraX): Training for Accountable Officials and Certifying Officers (TAOCO) https://www.defensetravel.dod.mil/Passport

*Check with your service or agency for business rules that apply to your site.

Recommended Training:

Travel Explorer (TraX) offers courses that provide both the required and recommended training for AOs and COs. In addition to the required training described above, it is recommended that at least one course be completed from each category below (Figure 4-1).



SELECT ONE FROM EACH CATEGORY

Accountable Officials Training

- Training for Accountable Officials and Certifying Officers via WBT in TraX at www.defensetravel.dod.mil/passport (course listed as: AO/RO – TAOCO)

Travel Policy

- Programs & Policies - Travel Policies (WBT in TraX)
- Travel Policy while TDY (DL - schedule in TraX)
- Classroom training provided by your organization

Defense Travel System

- AO/RO DTS Approval Process (WBT in TraX)
- Approval Process for TDY (DL – schedule in TraX)
- Route and Review (Demo in TraX)
- Classroom training provided by your organization

Figure 4-1: Training Option Screen

Travel Policy. These courses provide an overview of travel regulations. Courses available are: *Travel Policies* (Web-based training [WBT]), *Travel Policy While TDY* (distance learning [DL]), and classroom training provided by your organization.

Defense Travel System. These courses provide an understanding of how to use DTS to authorize and approve travel. Courses available include: *AO/RO - DTS Approval Process, Approval Process for TDY (Route and Review), Route and Review (narrated demonstration)*, and classroom training provided by your organization.

For more information on training, including COL and DTS, visit the Defense Travel Management Office (DTMO) Travel Training Web page or the Training Center in TraX.

4.1 Approving Authorizations

The AO uses DTS to review and approve (or return) travel authorizations submitted by travelers. The AO must ensure that the arrangements and should-cost estimates are reasonable and consistent with the mission or trip purpose requirements prior to approval. The AO must also ensure that the proper LOA is applied to the authorization and voucher, particularly when the AO has responsibility for more than one LOA.

The AO must ensure that the travel budget associated to the particular LOA has sufficient funds to cover the cost of the travel; DTS has automated checks to support this and prevents approval in these situations.

The AOs cannot authorize travel when the should-cost estimate (on an authorization) or the actual cost (on a voucher) exceeds the amount of funds available in the budget(s) associated to the travel document. If this occurs the AO must contact the FDTA or BDTA for guidance and to request additional funding (or conversely disapprove/return the travel request).

When interfaced to the applicable accounting system, the AO's approval of an authorization establishes an obligation in the official accounting system to support the expected payments to the traveler upon completion of the trip.

The DoD Financial Management Regulation (DoD FMR) requires that AOs be held accountable for their fiduciary actions related to the approval of travel authorizations and subsequent payment as determined by the service or agency.

System audit and policy checks assist the AO in their review and approval of travel authorizations. The AO must review each item identified as a policy exception and if approved, justification must be provided as part of the official record. All documents that support policy exception and justifications must be maintained as part of the official travel record. An AO must exercise discretion, consistent with mission or trip purpose requirements and the JFTR/JTR, as applicable, when approving or rejecting items identified as exceptions to policy.

An AO also acts as a Certifying official (CO) when approving payments, to include authorizations that include a request for a non-ATM advance or a scheduled partial payment (SPP). In this capacity, the AO/CO is required to review the authorization and all applicable information before approving an advance or SPP. A traveler must attach required substantiating records to the travel document. DTS provides electronic upload/scanning and faxing capability. See Section 12.3.

AO requirements:

- Must complete Training for Accountable Officials and Certifying Officers (TAOCO) as required by Certifying Officer Legislation (COL)
- Must be appointed in writing, on DD Form 577, as an Accountable Official (see Appendix C). When this appointment expires, DD Form 577 is updated to terminate the appointment, and access to DTA functions/routing are reduced to the lowest level required to perform their remaining duties.
- Has fiduciary liability for the obligations made on approved travel authorizations
- May have pecuniary liability for erroneous payments (advances and SPPs) resulting from the negligent performance of duties

Additional guidance is provided in Appendix C and DoD FMR, Vol. 5, Chapter 33.

4.2 Self-Authorizing Officials

In DTS, blanket travel authorizations are not authorized. An individual who previously traveled under a blanket travel order may be designated as a Self-Authorizing Official (Self-AO). These Self-AO's:

- Must be listed with the APPROVED stamp in the routing list used to self authorize
- Cannot approve their own authorization if it contains a non-ATM advance or an SPP request
- Cannot approve their own voucher
- Can verify fund availability from budget allocation with org-access
- May have separate budgets based on local business rules

An individual in the Self-AO's routing list must approve vouchers and authorizations that include non-ATM advances or SPPs. Although the procedures for Self-AOs differ from the blanket travel authorizations, the result are the same - and related internal controls are strengthened. Self-AOs must be designated in writing in accordance with the DoD FMR, Volume 9, Chapter 2, Section 020301.

4.3 AO Access to the Budget Module

The Budget module provides AOs with a read-only view of the travel funds within the span of their control. Based on their organizational access, the AO may run budget reports to view the status of the budget for each LOA in the organization:

- Funds obligated
- Quarterly and annual targets
- Balances

CHAPTER 5: Certifying Officer

A CO must complete the TAOCO before being appointed as a CO. The Head of the DoD Components (or their designated representatives) must appoint in writing all COs who certify payments in DTS. The DD Form 577 serves as the official record of this appointment. Guidance on the use of this form is provided in Appendix C of this document. The FDTA maintains copies of the appointment record for each CO in their organization.

5.1 Approving Vouchers

In DTS the term CO encompasses the accountability and liability requirements of a Certifying Officer when approving payment, to include vouchers, local vouchers, and authorizations that include a request for a non-ATM travel advance or an SPP. Appointed as a CO, the AO/CO is responsible for certifying the voucher request for reimbursement of travel expenses. In this capacity, the AO/CO is required to review all applicable receipts during the review and approval of the voucher. Travelers must include all required receipts and other substantiating records with the travel document. DTS provides electronic upload/ scanning and faxing capability for this purpose. See Section 12.3.

If the AO/CO determines a claim is inconsistent with the should-cost estimate, the AO/CO can disapprove the elements of the voucher by returning the document for correction. DTS can be used to analyze, reconcile, and compare claims for actual travel expenses to the approved should-cost estimate.

When the CO's appointment as the Accountable Official expires, DD Form 577 is updated to terminate the appointment, and access to functions/routing are reduced to the lowest level required to perform remaining duties.

A CO electronically certifies funds by applying a digital signature. The CO performs certification for payment (including non-ATM advances and SPPs) and has pecuniary liability for improper, illegal, and erroneous payments made as a result of personal negligence. A CO cannot self authorize payment for travel (see section 4.2). The main responsibilities of a CO are:.

Table 5-1: Main Responsibilities for Travel Reimbursement

CERTIFYING OFFICERS' MAIN RESPONSIBILITIES FOR TRAVEL REIMBURSEMENT	
ENSURE THAT PAYMENTS ARE	**DETAILS**
Legal	All certified travel claim payments must be in accordance with federal regulations and local policy.
For Official Business	The travel expenses approved must be authorized and must not include personal expenses.
Properly Authorized	Documentation must support items previously approved by the AO in the should-cost travel estimate. This includes: - Receipts - Invoices or bills - Approvals performed outside of DTS - Proper justification of exceptions to policy, i.e., non City-Pair flights, other than compact rental car, etc.
Accurately Prepared	Travel claims must be consistent with the supporting records and have the correct LOA associated with the document.
Supported by Documentation Retained for Review	The Defense Manpower Data Center (DMDC) Archive / Management Information System (MIS) retains electronic copies of all documents in DTS (authorizations, vouchers, local vouchers, and Centrally Billed Account [CBA] invoices) for six years and three months. All receipts and substantiating records must be electronically attached to the document.

A traveler is responsible for the accuracy and completeness of travel information entered into DTS. Receipts and other substantiating records must be attached to the travel document. If the receipts or other substantiating records are not available, a written statement must be provided. See Section 12.3. After the traveler or Non-DTS Entry Agent (NDEA) digitally signs the voucher, DTS routes the claim to the AO/CO for approval. See Section 7 for information about NDEAs.

The responsibilities and relief from liability of a CO is prescribed under United States Code (USC), Title 31, Money and Finance, Section 3528.

5.2 Centrally Billed Account (CBA) Certification

The DTS Centrally Billed Account Reconciliation Module can be used to electronically reconcile and certify CBA invoices. A CBA is an account established between the Government and the Government Travel Charge Card vendor used for the purchase of official transportation tickets. Reconciliation and payment is a separate process from the reimbursement of individual travel vouchers. Using the DTS CBA Reconciliation Module, the CBA Specialist is responsible for certifying and digitally signing the invoices for payment. For additional information, refer to *DTS CBA Reconciliation User Manual*.

CHAPTER 6: Routing Official

The Routing Official (RO) is the person who reviews documents in the routing list and applies the appropriate status stamp. This may include finance, personnel, transportation medical, or other personnel responsible for processing travel documents. See *DTA Manual*, Chapter 5 for additional information.

CHAPTER 7: Non-DTS Entry Agent (NDEA)

A NDEA may be a military member, DoD employee, or a contractor responsible for entering claims for reimbursement in DTS for travelers without reasonable access to DTS. The NDEA must be designated in writing by the local command authority, using locally established procedures.

When the NDEA signs DTS vouchers or local vouchers on behalf of the traveler, they do so by applying the T-ENTERED stamp. As such, DTA personnel must grant access to the T-ENTERED stamp in the NDEAs DTS profile.

The T-ENTERED stamp signifies that the voucher was signed by an authorized person on behalf of the traveler, and allows the voucher / local voucher to be processed. When creating the voucher, the NDEA must enter data from the traveler's signed paper voucher and certifies that the data entered was claimed on the paper travel voucher. The NDEA is not responsible for the validity of the voucher signed by the traveler, but is responsible for entering the data correctly as it was presented. The NDEA must use the substantiating record imaging function to include the signed *paper* voucher and all other required receipts in accordance with DoD regulations.

Note: For internal management control, the NDEA shall not be part of any routing list.

Note: An authorized user may also create (and sign) authorizations on behalf of another traveler. When doing so, no specific stamping action is required when signing the authorization, nor are these persons required to be appointed to do so. Contractor personnel may also be authorized to do so as directed per government personnel and dependent on the provisions of their contract.

CHAPTER 8: DTS Lines of Accounting

The first data element in all DTS LOA formats contains only the six-digit accountable station number. This number identifies the accounting entity (location) that maintains the records for the funds to be used. The Defense Information Systems Agency (DISA) Global Exchange (GEX) uses this number to route transactions to the appropriate financial accounting system. Since all services and agencies have their accountable station numbers in different places in their LOA, DTS duplicates the accountable station number in the first six positions of the first field in the LOA. This way, GEX can immediately identify the applicable accountable station and apply the correct transaction maps, which are unique for each financial accounting system. See *DTA Manual,* Chapter 9.

The remaining fields in the LOA contain the organization's fiscal coding structure and other components broken up into various data elements. The services and agencies developed the LOA format and the appropriate accounting system validated the data structures.

Creating LOA(s) and budgets require direct involvement by the organization's FDTA. This process can be time-consuming for large organizations; however, the data entry can be performed by more than one person with knowledge of the LOAs. These people must have the appropriate permission level, which can be granted temporarily if needed. In addition, the *DTS Implementation Guide*, Appendix C.3.5 describes a process for uploading large numbers of LOAs from a spreadsheet.

CHAPTER 9: Foreign Military Sales in DTS

The DoD Foreign Military Sales (FMS) program manages the sale of U.S. Defense articles and services to foreign governments and international organizations. A Letter of Offer and Acceptance is the U.S. Government's contractual sales agreement with the FMS customer and must be under full accounting control.

DTS FMS LOAs references are found in:

- *DTA Manual* Chapter 8, Section 8.7 and Appendix R
- *DTS Document Processing Manual* Chapter 2, Section 2.8.2

The DoD Deputy for Security Assistance (DFAS-JAXBA/IN) is responsible for:

- Recording budget authorities in the FMS Trust Fund accounting system
- Maintaining FMS Trust Fund budget execution records
- Approving DoD components' requests for FMS obligation authority
- Obtaining payment advances from foreign customers sufficient to liquidate obligations resulting from the FMS budget authorities

9.1 Processing Delays Associated with FMS Transactions

DTS provides a single, standardized, automated interface with the DFAS Corporate Database (DCD) and Defense Integrated Financial System (DIFS) that automates the request, notification, and confirmation of FMS- Expenditure Authority (EA) for DTS travel expenditures citing the FMS appropriation.

Prior to creating expenditures against FMS appropriations, DTS must request and obtain EA from DIFS, the central accounting system, and authoritative source for FMS Trust Fund control and management for DFAS-JAXBA/IN. Once EA is obtained, funds sufficient to cover the disbursement are set aside and cannot be used for any other purpose.

This process involves DTS submitting a travel settlement invoice to DCD that contains at least one LOA with FMS-defined data elements, Country Code, Case Number and Line Item. This data is used to track transactions in DIFS and exists in most DoD LOAs.

FMS Case Number indicates a contractual sales agreement between the U.S. Government and an eligible foreign country or international organization documented by DD Form 1513 or an official Letter of Offer and Acceptance. A FMS case identifier is assigned for the purpose of identification, accounting, and data processing for each offer.

FMS Country Code identifies a country or international organizational code for transactions pertaining to FMS.

FMS Line Item identifies a detail line item on the Letter of Offer and Acceptance.

When DCD identifies a DTS travel settlement invoice containing an LOA with FMS defined data elements requiring EA:

1. The invoice is suspended within the DCD pending receipt of the FMS EA from DIFS.

2. The DCD generates an FMS EA request for the specified Country Code, Case Number and Transaction Control Number (TCN) to DIFS for approval.

3. DIFS processes the request and returns a Transaction Reply Code (TRC) to DCD for approved EAs or a TRC with reason for rejected EAs.

4. When the DIFS TRC approving the EA is received, the associated DTS travel settlement invoice will be released to the designated General Accounting and Finance System (GAFS) central site for disbursement processing by the Centralized Disbursing System (CDS). If DIFS returns a TRC with reason, rejecting the request, DCD will generate and route to DTS an outbound advice (824 - Application Advice of Negative Acknowledgement).

5. After CDS processes the disbursement, the Remittance Advice (820) is routed back to DCD where the TCN is appended to register the approval of the FMS EA prior to submission to DTS.

6. For transactions rejected by DIFS, where the TRC reason is *cash not available*, DCD will automatically resubmit the EA request, using the same FMS Case Number, with the next transmission to DIFS.

7. DCD will also notify DTS of the resubmission. Only one resubmit request per reject will be sent. If a subsequent resubmit is rejected by DIFS, DCD will send an 824 Application Advice of Negative Acknowledgement to DTS.

Note: FMS transactions requiring EA must be disbursed in the month EA is given. Therefore, any FMS transactions DCD receives requiring EA after the month-end cutoff will be submitted to DIFS in the succeeding month.

9.2 Processing Delays Associated with FMS Transactions

A delay in payment to the traveler may result because authorizations with FMS LOAs require an approved EA from DIFS.

DTS provides notifications of the delay:

- The traveler and the Authorizing Official (AO) receive pop-up notifications in DTS reminding them that FMS LOAs are executed differently and traveler payments require additional processing time to complete.
- The traveler receives an e-mail notification about the delay when the FMS document is approved.

CHAPTER 10: Travel Funding By Other Organizations

DTS can be used for a trip that is funded by a different organization; there are three ways to process the transactions. The FDTA of the funding organization must ensure that the correct method is used.

10.1 Funding Organization and Traveler's Organization are in the Same Hierarchy

If both the funding and the Traveler's organizations are in the same organization structure, the FDTA with org-access to both can use the share feature; the LOA and / or the budgets can be shared. If the LOA is shared, then all the organizations in the hierarchy can use the LOA. If the budget is shared, then the LOA can be created in the traveler's organization by the local FDTA and funding will occur in the shared budget. See *DTA Manual*, Chapters 8 and 9 for information on sharing LOAs and budgets.

10.2 Cross-Organization Funding: Funding and Traveler Organizations are in Different Hierarchy

The X-Organization feature in DTS is the preferred method of supporting travel for others / by others. The transaction will process through the funding organization's financial accounting system. The X-organization funding feature allows any organization to provide a LOA to another organization in DTS. The funding LOA Label and the budget remain that of the funding organization. The funding organization may remove the Funding LOA label from any other organization using it at anytime. The funding FDTA can:

- control the length of time the LOA is available for use,
- assign the LOA directly to a single traveler or a single sub-org
- control the routing list used to approve the authorization and or voucher, and
- monitor the processing of the approvals via the use of the budget reports.

See *DTA Manual*, Chapter 8 for instructions on how to use the cross-organization funding feature. Per local policies, the FDTA may be required to maintain other supporting documents such as funding letters and e-mail correspondence providing approval of the funding action.

10.3 Funding Organization is not supported by DTS

If the accounting or disbursing system responsible for the LOA cannot process transactions using DTS, the funding FDTA will provide authority and the LOA details directly to the FDTA of the traveler's organization. The traveler's FDTA will create a local reimbursable LOA in their accounting system. After travel, the FDTA will ensure reimbursement by the funding organization.

10.4 Funding Organization Use of Group Access to Support Travel by Others

There is no approved procedure for a funding organization DTA to use a traveler's full SSN to gain access to the traveler's profile and trip records for the purposes of processing travel. Exposure of the personally identifiable information (PII) of an unassigned traveler through the use of the group access feature in DTS is a PII violation and is not a sanctioned approach to supporting travel by others. See Section 15.

CHAPTER 11: Arrangements Only Trip Type

DTS is not yet certified to process all types of travel. At locations where Commercial Travel Office (CTO) connectivity is established, organizations may desire/decide to use the Reservation Module features of DTS while processing the documents and related obligations/disbursements outside of DTS using legacy travel systems. This type of DTS usage is referred to as “Arrangements Only”.

Arrangements Only travel requires the creation and approval of an authorization using the Arrangements Only trip type. DTS forwards these travel reservation requests to the CTO, but does not process the financial transactions through the financial accounting system. Advances and SPPs are not allowed and instead must be processed/paid outside of DTS. In addition, any CBA tickets/transactions associated to the Arrangements Only trip type must be reconciled using traditional reconciliation procedures cannot; they cannot be reconciled using the DTS CBA Reconciliation Module. Arrangements Only travel uses off line paper documents and procedures to create and obligate the travel orders and to create and pay the travel vouchers. In some instances, DTS can produce paper documents for Arrangements Only transactions that can be printed and processed manually. Services and agencies must coordinate with the Defense Finance and Accounting Service (DFAS) to determine if these documents can be used. Additionally, individual organizations must refer to their component service or agency for guidance on using DTS-generated documents to substitute for travel authorizations and travel vouchers normally produced on standard DoD forms.

CHAPTER 12: Other Finance Functionality

12.1 Advances and Scheduled Partial Payments (SPPs)

If a traveler does not have a Government Travel Charge Card (GTCC), or is traveling to a location where use of the official GTCC is impractical, a non-ATM advance should be requested during the creation of the authorization. This advance is paid via electronic funds transfer (EFT) into the traveler's bank account. When scheduled to be TDY for more than 45 days, travelers should also request SPPs during the creation of the authorization.

Currently, DTS allows, and the DoD Financial Management Regulation [DoD FMR] permits, users to request both a non-ATM advance and a SPP on the same authorization. DTS will allow the full non-ATM advance amount authorized to be requested and paid, and will pay SPPs until such time as the full payment of an SPP result in total disbursements exceeding obligations. At that point, the remaining SPPs will be limited to an amount that will cause total disbursements to equal obligations. This prevents a traveler from unknowingly entering into DUE U.S. situations, while not preventing them to pay their GTCC and other bills.

Note: Organizations that are DTS-Tailored for finance (i.e., not connected to their supporting financial systems) cannot use the non-ATM advance and SPP functionality in DTS. Travelers in these organizations requiring either a non-ATM advance and/or a SPP must process their authorization outside of DTS. See Appendix H for additional information on the use of DTS-Tailored.

A non-ATM advance is normally computed at 80% of the reimbursable expenses obligated amount per LOA for up to 30 days of allowances. There are instances when non-ATM advances up to 100% may be approved. This feature is only available if the Defense Travel Administrator (DTA) temporarily changes the Card Holder status in a traveler's profile to Full Advance Authorized. As stated in DoD FMR, Volume 9, Chapter 5 (050503.E), the approval authority for these advances has been granted to the AO/CO.

12.2 Using DTS Reports for Processing Travel Related Military Pay Allowances

DTS Report Scheduler allows the generation of five MIS reports for documenting travel-related military pay transactions. The reports are:

- Enlisted BAS Report - Identifies possible changes in enlisted personnel Base Allowance for Subsistence
- OCONUS Travel Report - Determines eligibility for additional military pay entitlements based on travel outside the continental United States
- FSA Report - Records allowances for Family Separation Allowance
- Military Leave Report - Identifies when leave is taken in conjunction with official travel
- Special Duty Conditions Report - Records allowances changes because of special duty conditions

Generating these reports on a schedule determined by the organization enables a military pay technician to use them in place of the travel authorizations and vouchers that were used to document various transactions. These reports should be generated regularly from travel authorizations or paid vouchers according to DFAS, Service/Agency, or local business rules. Local policy may require other actions, such as having copies of the travel document, as well.

Generating reports is the responsibility of each organization based on guidance from their service or agency. Examples are:

- The organizational Finance DTA (FDTA) may have this responsibility or the former travel pay technician may have this responsibility

- A military pay technician may have this responsibility
- For organizations that do not process military pay transactions locally, the FDTA must work with the military pay office that does process the transactions to establish procedures for producing the reports and providing them to the military pay technicians

These reports should be generated on a regular schedule and often enough to allow the military pay technicians sufficient time to enter transactions before the next pay cycle. Large organizations should generate reports weekly, smaller organizations, monthly. Using paid travel vouchers to generate the reports provides the most accurate data.

All information that was provided on the travel voucher may not be present on the report. If additional information is needed from the traveler's record, the travel pay technician should be provided Read Only Access (ROA) in DTS, or otherwise be granted access directly to the traveler's documents. The DTA decides who requires access to the MIS Reports and/or traveler records.

12.3 Substantiating Records (Receipts and Other Supporting Documents)

A required receipt (lodging for any amount, and individual expenses of $75 or more) or other substantiating record must be attached to a completed travel document. This can be accomplished by scanning, saving, and uploading the receipt(s)/document(s), or faxing the document(s) using the toll-free telephone number on the fax cover sheet.

If a substantiating record is submitted with the DTS document, a traveler/AO is not required to keep a hard copy. The substantiating record is archived with the travel document in accordance with DoD requirements.

12.4 An Expense Item from a Government Travel Charge Card Transaction

The DTS voucher Non-mileage Expense screen includes functionality to view and create an expense item from a Government Travel Charge Card (GTCC) transaction. This functionality assists the traveler with completion of a voucher, ensures all charges are captured, and assists with determining the correct split-disbursement amount.

The charges are provided on a nightly basis from the charge card vendor.

All charge card activity reported to the vendor for the past 60 days is visible in the voucher in non-mileage expenses. This information is provided for two purposes: 1) the traveler can add an expense from the charged item; and 2) the traveler can determine if additional amounts need to be split-disbursed to the charge card vendor, (e.g., meals were charged to the GTCC or ATM withdrawals). See the *Document Processing Manual*, Chapter 4, Section 4.5.1.3.

CHAPTER 13: Obligations and Disbursements

DTS records all travel data based on the AO's approval. It produces a single, common output that is mapped to the specifications of each financial accounting system. DTS then electronically passes the appropriate accounting or disbursement data to the financial accounting system, via the Defense Information Systems Agency (DISA) GEX.

DTS uses Electronic Commerce/Electronic Data Interchange (EC/EDI) X.12 format type transactions. EC/EDI is used for conducting business in all-electronic environments and provides a computer-to-computer exchange of business transactions (the X.12 format). This allows all transactions to be processed in the same manner. There are many advantages of using EC/EDI, but the most significant are reduced paperwork and a quicker response time for reimbursement to the traveler. EC/EDI is also an e-Government initiative and a National Performance Review (NPR) goal.

The process starts with the traveler using DTS to create an authorization. The system:

- Performs automatic computations
- Validates the AO's digital signature
- Sends the transaction as an Extensible Markup Language (XML) file to GEX and to the appropriate financial accounting system.

GEX, which is maintained by DISA, is the hardware and software that supports the flow of transactions by:

1. Translating the transaction from DTS into an X.12 type format

2. Performing a second translation of the X.12 transaction set into the XML file for the appropriate DADS

3. Routing the transaction to the appropriate financial accounting system for processing.

If the data does not pass the edit of the accounting or disbursing system, the financial accounting system will generate an error message and send it through DTS to the appropriate DTA for correction. The process for correcting the error is discussed further in the DTA Manual.

The various X.12 transaction sets that are used in DTS are shown in Table 13-1.

Table 13-1: X.12 Transaction Sets Used in DTS

X.12 TRANSACTION SETS USED IN DTS		
TRANSACTION SET	**PURPOSE**	**DATA DETAILS**
821	Is used to obligate funds and adjust obligations	Includes the data elements used by a specific financial accounting system to record obligations. Includes receivable transactions used to record and track debt management.
810	Is the invoice for payment	Includes the data elements used by a specific financial disbursing system in processing payments.
820	Is the remittance advice	Provides information to the traveler, AO, CBA Specialist, or DTA indicating that a payment has been made. Includes advices of collection related to debt management.
824 Application-Advice	Is used to pass messages regarding errors	Includes a transaction reference number, travel authorization number, and a description of the error.

CHAPTER 14: Error Codes

The Defense Finance and Accounting Service (DFAS) system proponents developed a list of error codes related to EC/EDI processing for DTS. The list is maintained by the DTS Program Management Office (DTS-PMO). The *DTA Manual*, Appendix G, explains and lists the error codes associated with translation errors rejected by GEX, as well as error codes returned when rejects occur in DADS.

If the financial accounting system rejects an electronic financial transaction (either an 821 obligation or 810 payment), it sends an 824 application-advice to DTS. DTS generates an e-mail to the traveler and their organizations reject e-mail address. The message provides the data detail information listed in Table 13-1. The DTA does not see the actual codes, but is provided a description of the problem.

The DTA routes the error message to the appropriate subject matter expert (SME) for correction, depending on the type of error.

When the financial accounting system generates error codes through GEX to DTS, DTS translates them into the definition and provides a description for each. The travel authorization or voucher must be corrected and resubmitted after each 824 correction.

CHAPTER 15: Privacy Act Considerations

The provisions of the Privacy Act of 1974 apply to DTS. DoD is under an affirmative statutory obligation to establish administrative, technical, and physical safeguards that ensure the security and confidentiality of all records maintained in DTS. DoD must protect these records against anticipated security/integrity threats and/or hazards that could result in substantial harm, embarrassment, inconvenience, or unfairness to DTS users.

DTS users must ensure that:

- Information stored in DTS is accessed for official business only
- The confidentiality of the information being used is preserved and protected
- Disclosure of the information is authorized by statutory and/or regulatory authority

CHAPTER 16: Conclusion

The use of DTS greatly enhances the AO's ability to expend funds in a manner that best meets mission requirements. Along with this increased authority for AOs comes increased responsibility. The FDTAs are responsible for ensuring the financial management information maintained in DTS is correct and current and for training AOs and COs on performance requirements. FDTA's also are an invaluable source for DTS traveler's on travel-rated policies and procedures.

This guide is one of many tools that the FDTA can use to train AOs and COs on DTS financial processes and procedures. Additional information can be found on the DTMO web site.

APPENDIX A: ACRONYMS

AO	Authorizing Official
ATM	Automated Teller Machine
BDTA	Budget Defense Travel Administrator
CBA	Centrally Billed Account
CO	Certifying Officer
COL	Certifying Officer Legislation
CTO	Commercia Travel Office
DADS	Defense Accounting and Disbursing Systems
DFAS	Defense Finance and Accounting Service
DODFMR	Department of Defense Financial Management Regulation
DTA	Defense Travel Administrator
DTMO	Defense Travel Management Office
DTS	Defense Travel System
EA	Expenditure Authority
EC	Electronic Commerce
EDI	Electronic Data Interchange
FDTA	Finance Defense Travel Administrator
FMS	Foreign Military Sales
FY	Fiscal Year
GEX	Global Exchange Services
GTCC	Government Travel Charge Card
GTR	Government Transportation Request
JFTR	Joint Federal Travel Regulation
JTR	Joint Travel Regulation
LOA	Line of Accounting
LDTA	Lead Defense Travel Administrator
NDEA	Non-DTS Entry Agent
PDS	Permanent Duty Station
ROA	Read Only Access
SCT	Special Circumstances Travel
TAC	Travel Assistance Center

TO	Transportation Officer
SPP	Scheduled Partial Payment

APPENDIX B: REQUESTING AD HOC REPORTS

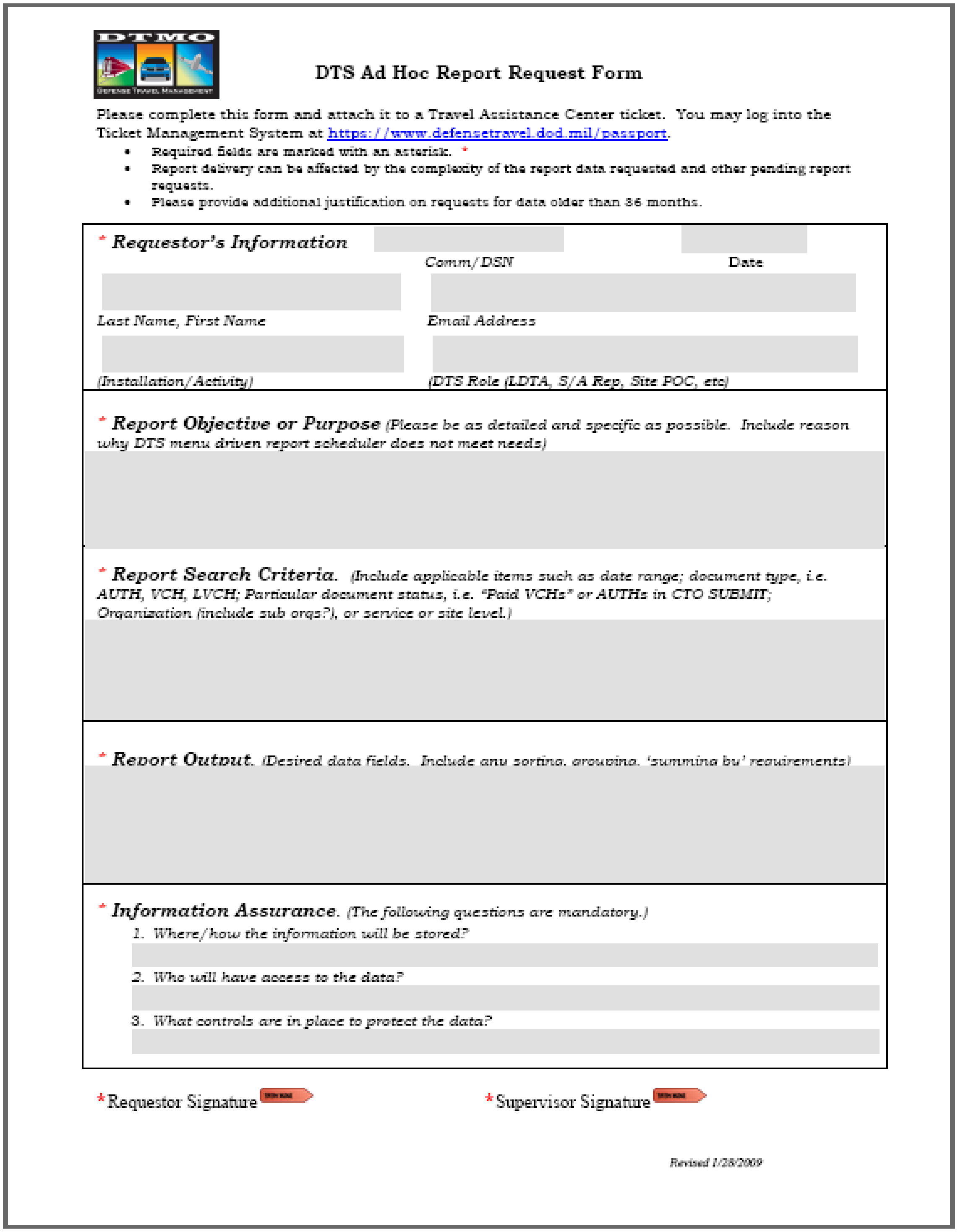
The Government has the ability to request ad hoc queries for one-time, data-reporting needs. Ad hoc reports are developed when such reports do not exist in DTS. Ad hoc reports are not intended to replace standard monthly reports, which are typically more complex and require additional analysis and programming. Following are the instructions on how to request an ad hoc report through the DTS Travel Assistance Center (TAC) and a sample (blank) request:

1. 1.Initiate the request by completing the Ad Hoc Report Request Form (Figure B-1) located at http://www.defensetravel.dod.mil/Sections/HD_Main.cfm. Provide the intended purpose of the ad hoc report and be as detailed as possible. Provide the criteria for the report header, the display format, and include criteria to sort the data fields on the report.

2. 2.Log in to the Defense Travel Management Office (DTMO) Passport at https://www.defensetravel.dod.mil/passport/bin/Passport.html. Select **Tickets** and complete the required fields. Attach the DTS Ad Hoc Report Request Form and select **Create Ticket** to send the request to the Travel Assistance Center (TAC).

The TAC sends all Ad Hoc Report Request tickets and related forms to the DTMO. The DTMO Customer Service Branch audits the Ad Hoc Report request form for accuracy and completeness. The DTMO Customer Service Branch presents the request to the DTMO Customer Service Branch Chief for approval.

Once the DTMO Customer Service Branch Chief grants approval, the DTMO Customer Service Branch returns the Ad Hoc Report Request Form to the TAC for action.



DTMO
DEFENSE TRAVEL MANAGEMENT

DTS Ad Hoc Report Request Form

Please complete this form and attach it to a Travel Assistance Center ticket. You may log into the Ticket Management System at https://www.defensetravel.dod.mil/passport.

- Required fields are marked with an asterisk. *
- Report delivery can be affected by the complexity of the report data requested and other pending report requests.
- Please provide additional justification on requests for data older than 36 months.

** **Requestor's Information***

Comm/DSN

Date

Last Name, First Name

Email Address

(Installation/Activity)

(DTS Role (LDTA, S/A Rep, Site POC, etc)

* ***Report Objective or Purpose*** *(Please be as detailed and specific as possible. Include reason why DTS menu driven report scheduler does not meet needs)*

* ***Report Search Criteria.*** *(Include applicable items such as date range; document type, i.e. AUTH, VCH, LVCH; Particular document status, i.e. "Paid VCHs" or AUTHs in CTO SUBMIT; Organization (include sub orgs?), or service or site level.)*

* ***Report Output.*** *(Desired data fields. Include any sorting, grouping, 'summing by' requirements)*

* ***Information Assurance.*** *(The following questions are mandatory.)*

1. *Where/how the information will be stored?*
2. *Who will have access to the data?*
3. *What controls are in place to protect the data?*

*Requestor Signature

*Supervisor Signature

Revised 1/28/2009

Figure B-1: Ad Hoc Report Request (Sample)

APPENDIX C: ACCOUNTABLE OFFICIAL AND CERTIFYING OFFICER APPOINTMENTS

The Defense Finance and Accounting Service (DFAS) implemented an updated DD Form 577 dated March 2010 to serve as the appointment record for Accountable Officials. The updated form and appointment process applies to all DTS Accountable Officials.

Guidance published by the Office of the Secretary of Defense Comptroller's Office (OSD-C) requires that each Accountable Official be provided a separate letter of appointment as an Accountable Official. The Accountable Official is required to acknowledge and confirm their official responsibilities by signing both DD Form 577 and the separate letter of appointment. Copies of DD Form 577 and the letter of appointment must be maintained by the FDTA for six years and three months from the date of appointment or revocation. Sample copies of appointment letters are provided in the following pages; however, the DoD Components or local organizations may establish their own formats.

A new Accountable Official appointment must be recorded on the DD Form 577. There is no need to reappoint and re-record the appointments of existing Accountable Officials. This form is also used to terminate appointments when the Accountable Official no longer serves in that capacity.

Instructions for completing the DD Form 577 are on the back of the form. Specific DTS guidance follows:

Block 13:

- A Certifying Officer (CO) is a person who applies the APPROVED stamp to:
    - Authorizations that include a non-ATM advance or scheduled partial payments (SPPs)
    - Voucher from authorization
    - Local voucher

Note: In the DTS CBA Reconciliation Module, the equivalent action is the CBA Specialists who approves the Centrally Billed Account (CBA) invoices for payment)

- A Departmental Accountable Official is a person involved in the travel management process who serves as a control point within the organization and include:
    - A person who applies the APPROVED stamp to Authorizations that do **not** include a non-ATM advance or scheduled partial payments (SPPs)
    - Defense Travel Administrator (DTA) personnel: e.g., Lead DTA (LDTA), Organization DTA (ODTA), Finance DTA (FDTA), Budget DTA (BDTA), and Debt Management Monitor (DMM)
    - Routing Officials (ROs): anyone in a routing list who applies a stamp other than APPROVED

Block 14:

- "The <*Insert specific position, i.e. Certifying Officer, NDEA, etc.*> must comply with all requirements of the Privacy Act of 1974. Any use of DTS information for other than official business may subject the <*Insert specific position*> to possible criminal penalties and/or administrative sanctions."

Block 15:

- DoD Financial Management Regulations (DoD FMR), Vol. 5, Chapter 33, and, Vol. 9, Chapter 2.

Offices are required, per the DoD FMR, to maintain copies of the appointment orders for a period of six years and three months from the date of termination of the appointment. In addition, the FDTA is responsible to maintain a file of all approved appointments for certifying and accountable officers.

Sample Letters of Appointment

SAMPLE Certifying Officer Appointment Letter

<USE APPROPRIATE LETTERHEAD>

MEMORANDUM FOR *<Certifying Officer's Name>*

SUBJECT: Appointment as Travel Program Certifying Officer for the Defense Travel System

You presently occupy a position that includes the functions of a travel program Certifying Officer for the Defense Travel System. This memorandum is formal notification that you hereby are appointed as a Travel Program Certifying Officer to *< Insert location and address of Disbursing Officer(s) to whom certification is made.>*

As a Travel Program Certifying Officer, you will be responsible for certifying payment vouchers for the Defense Travel System. You must become thoroughly familiar with your responsibilities and accountability. By signature below, you acknowledge and confirm this appointment and affirm that you have read and understand your responsibilities and accountability as described in Title 31, United States Code, sections 3325 and 3528, DoD Directive 7000.15, and Volume 5, Chapter 33 of the DoD Financial Management Regulation. In addition, you must complete DD Form 577 for each disbursing office identified above. After completion, a signed copy of the acknowledgement of this appointment (below) and the completed DD Form 577 must be returned to me for approval.

<Commander/Director's Signature>

ACKNOWLEDGMENT

By signature hereon, I acknowledge my appointment as a Certifying Officer for the Defense Travel System. I have read and understand my responsibilities and accountability. I understand my right to request relief of liability for any payment I certify that is determined to be illegal, improper, or incorrect. I further understand that this appointment will remain in effect until revoked in writing by you or your successor.

Attached for your approval is the completed DD Form(s) 577.

<Certifying Officer's Signature>

SAMPLE Accountable Official Appointment Letter

<USE APPROPRIATE LETTERHEAD>

MEMORANDUM FOR <*Accountable Official's Name*>

SUBJECT: Appointment as Travel Program Accountable Official for the Defense Travel System

You presently occupy a position where in your duties include the functions of a Travel Program Accountable Official for the Defense Travel System. This memorandum is formal notification that you hereby are appointed as a Travel Program Accountable Official to *< Insert location and address of Certifying Official(s) to whom certification is made.>*

As a travel program Accountable Official, you will be responsible for <*Indicate appropriate responsibility.*> You must become thoroughly familiar with your responsibilities and accountability. By signature below, you acknowledge this appointment and affirm that you have read and understand your responsibilities and accountability as described in DoD Directive 7000.15, and Volume 5, Chapter 33 of the DoD Financial Management Regulation. In addition, you must complete DD Form 577 for each Certifying Officer identified above. After completion, a signed copy of the acknowledgment of this appointment (below) and the completed DD Form 577 must be returned to me for approval.

<Commander/Director's Signature>

ACKNOWLEDGMENT

By signature hereon, I acknowledge my appointment as an Accountable Official for the Defense Travel System. I have read and understand my responsibilities and accountability. I understand my right to request relief of liability for any payment resulting from my review that is determined to be illegal, improper, or incorrect. I further understand that this appointment will remain in effect until revoked in writing by you or your successor.

Attached for your approval is the completed DD Form(s) 577).

<Accountable Official's Signature>

SAMPLE Revocation Letter of Appointments

<USE APPROPRIATE LETTERHEAD>

MEMORANDUM FOR *<Member's Name>*

SUBJECT: Revocation of Appointment as (Accountable Official or Certifying Officer) for the Defense Travel System

Effective *<insert date>,* your appointment as (Accountable Official or Certifying Officer) for travel documents in the Defense Travel System is revoked.

<Commander/Director's Signature>

APPENDIX D: ANTIDEFICIENCY ACT

This appendix provides a brief overview of the Antideficiency Act and how it can affect an organization. The appendix is adapted from the *Antideficiency Act (ADA) Investigation Manual* (January 1998), the current version is available for download at http://asafm.army.mil/offices/fo/ada.aspx?OfficeCode=1500

The Antideficiency Act is a *collection* of statutes, primarily Sections 1341, 1342, and 1517 of Title 31, United States Code (USC), that contain provisions commonly referred to as the Antideficiency Act. (The ADA was formerly codified under Sections 3678 and 3679 of the Revised Statutes, from which violations once derived their common usage names: the old terms, “3678” or “3679” violations are still occasionally heard).

The ADA requires the head of each executive agency to prescribe by regulation a system of administrative control of funds. It describes the legal requirements for allotment structures and definition of the role of key officials; fixes responsibilities for antideficiency violations, or regulation relating thereto; and provides the means for reporting such violations to the President and Congress through the Office of Management and Budget (OMB).

The fiscal principle inherent in the ADA is the idea that you “pay as you go.” With very limited statutory exceptions, Government officials cannot make payments, or commit the Government to make payments at some future time, unless there are or will be sufficient available funds through normal appropriation procedures to cover the cost.

Prohibitions of the Antideficiency Act

Congress passed the ADA to curtail funding abuses within the Federal Government, e.g., agencies might spend all their funding within the first few months of the fiscal year, then incur additional obligations and ask Congress for more funding. Also, agencies would incur obligations in excess of or in advance of an appropriation. The current form of the law prohibits the below:

- Making or authorizing an expenditure from, or creating or authorizing an obligation under, any appropriation or fund in excess of the amount available in the appropriation or fund unless otherwise authorized by law
- Involving the Government in any contract or other obligation for the payment of money for any purpose in advance of appropriations made for such purpose, unless the contract or obligation is authorized by law
- Accepting voluntary services for the United States, or employing personal services in excess of that authorized by law, except in cases of emergency involving the safety of human life or the protection of property
- Making obligations or expenditures in excess of an apportionment or reapportionment, or in excess of the amount permitted by agency regulations

What Constitutes an Antideficiency Act Violation?

With the prohibitions in mind, an ADA violation occurs when any of the below are true:

- A formal subdivision of funds is over obligated, over disbursed, or obligated in advance of the appropriation
- A revolving, management, or working capital fund has an appropriation level deficit cash balance with the U.S. Treasury
- A statutory limitation is exceeded by more than the stated reprogramming authority

    - At budget line level for unexpired procurement appropriations

  - At program element level for unexpired research, development, test, and evaluation appropriations
  - At budget activity or project level for unexpired military construction and family housing construction appropriations

- Voluntary services are accepted, except as authorized by statute
- New obligations or any expenditures or adjustments are made or authorized in a closed account except as authorized by special circumstances, such as to correct clerical errors as provided by the *Treasury Financial Management Bulletin* No. 94-04
- A specific statutory limitation (minor construction limit, investment/expense threshold, etc.) is breached

A violation of the ADA occurs when there is a breach of the formal subdivision of funds or any other specific statutory limitation. Suspected violations of the ADA must be investigated and actual violations of the ADA must be reported to the Secretary of Defense, Office of Management and Budget, the U.S. Congress, and the President of the United States.

Commitments, obligations, or disbursements in excess of informal subdivisions of funds (such as allowances or targets) are not ADA violations, but if these actions cause the governing formal fund subdivision to be breached, then a violation of the ADA has occurred. The official who exceeds the allowance or target could be held responsible for the resultant violation of the ADA.

Sanctions for Violating the ADA

If a violation has been determined to have been knowingly and willfully committed, there are statutory provisions requiring criminal penalties. Penalties include a fine of not more than $5,000, imprisonment for not more than two years, or both.

The ADA is a complex area of the law that can have serious consequences for an organization and its members. Consult with legal counsel early and often whenever it is suspected that an ADA violation may have occurred. Legal counsel is the most important link with the interpretation of regulations and statutes related to ADA.

The *ADA Investigation Manual* cited at the beginning of this appendix is an excellent resource that contains helpful information.

APPENDIX E: PROCEDURES FOR CORRECTING REJECTED LINES OF ACCOUNTING

When an authorization or voucher is rejected by the GEX or Defense Accounting and Disbursing System (DADS) for an invalid line of accounting (LOA), the traveler and the traveler's Defense Travel Administrator (DTA) will be notified by e-mail. The Finance DTA (FDTA) must be notified of the reject. If the LOA was erroneously loaded in DTS, an authorized user with the appropriate permission level, usually the FDTA, can correct it using the DTA Maintenance Tool ensuring new documents are not created using the erroneous LOA.

After correcting the LOA, update the existing budget or create a new budget with a different label name in the Budget module.

The Mass Update function will also update the Budget by inserting a wildcard (*) into the account field of the erroneous data element. If the budget is shared, the BDTA or FDTA cannot use the Mass Update functionality. See *DTA Manual* Chapter 8.

After the erroneous LOA and the associated budget have been corrected, create an amendment to the document, and:

1. Access the Accounting Codes screen and remove the incorrect LOA.
2. Select the correct **LOA** (which was previously corrected in DTA Maintenance).
3. Sign the document.

The amendment routes through the routing list, and when it is stamped APPROVED, the updated LOA is sent to the accounting system.

APPENDIX F: POLICIES AND PROCEDURES FOR DTS PERMISSIONS LEVELS AND ACCESS LEVELS

Background

1. Users are assigned access and/or permission levels to perform their various authorized functions within DTS. Permission levels ensure separation of duties and protect the accuracy and integrity of information; limiting access to DTS functions or traveler data.

2. Permission levels in DTS are labeled 0 through 9. A user may have one permission level (e.g., *0*) or multiple, as necessary (e.g., *0, 3, 5*). Each DTS user is assigned a permission level of 0, allowing access to document preparation functions. If a user has several roles in DTS, the user will be provided all permission levels required to perform assigned/authorized duties. For information about permission levels and related system functions, see the *Defense Travel Administrator's (DTA) Manual*.

DTS Permission Levels and Access Types

Permission levels, organizational (org) access, and group access have been identified for use with DTS and are identified in the *DTA Manual*, Chapter 3, Table 3.2. All services and agencies must adhere to assignment of these levels to the users indicated.

Key information about permission levels and access types is listed below:

- Each service and agency must ensure that permission levels and access types are adhered to at all times by their organizations to enforce separation of duties and protection of sensitive information
- Prior to assignment of a permission level to a user, the service or agency must verify that all required certification training has been completed and appointment letters are on file
- Service and agency exceptions to permission and access levels will be considered on a case-by-case basis by the DTMO. For additional information, contact the TAC at 888-435-7146 (DSN 312-564-3950) or open a help desk ticket at https://www.defensetravel.dod.mil/passport

APPENDIX G: PROCEDURES FOR ALLOWANCES FOR A TRAVELER WHO DIES WHILE ON TDY TRAVEL

Upon the death of a traveler while on TDY (or before a travel claim for a completed trip is processed), any travel allowance is paid as part of the overall allowances due the deceased traveler's estate (e.g., pay and allowances, housing, and death gratuity) as part of the casualty assistance process. The travel allowance portion must be settled in the name of the beneficiary or executor; therefore the voucher settlement must be done outside of DTS. However, every effort should be made to complete the trip record in DTS as a zero dollar or no pay due voucher to ensure no follow-on processing occurs.

If the DTS printed voucher is to be used to support the allowances amount, it can be created in DTS, *but must not be processed with any debt or amount due the traveler*. The voucher should be adjusted for the allowances and printed for further casualty affairs processing. The adjustments necessary may entail:

- the length of the trip should be adjusted to the date of the traveler's death,
- for that date (the end date) the other per diem allowances should be set to “in place”
- annotations and substantiating records should be added for justification and reference,
- and then the voucher should be printed

After the casualty processing need for the record is complete, the DTS voucher must be updated to ensure no follow-on processing. Dates should be adjusted to a one day trip less than 24 hours with all expenses removed that are not blocked (i.e. CBA.).

- This creates a zero dollar voucher if there were no prior payments. This voucher should be processed to approval.
- If there were prior payments, a manual expense must be added for the amount of the prior payments. This no pay due (to the traveler) voucher should be processed to approved

In all cases the final DTS voucher must include the below:

- Remarks indicating the death of the traveler and that the voucher is being processed outside of DTS
- Name and office of the person to whom the voucher is being forwarded

Processing for payment must be done outside of DTS. When preparing the printed DTS voucher, other adjustments for actual expenses may be appropriate. The procedures for using the DTS voucher vary among DoD services and agencies.

Information about processing the printed voucher should be directed to the Casualty Affairs Office (CAO) for the organization. Any tickets remaining unused as a result of the death must be reported to the organization's Transportation Officer of the Commercial Travel Office (CTO) to ensure proper credit against the traveler's individual charge card or the organization's Centrally Billed Account (CBA).

If the traveler owes a debt to the Government upon their death, the temporary duty (TDY) entitlement will be applied to the debt and no payment is due. If the Government owes the traveler upon their death, the TDY voucher will be paid to the beneficiary per CAO guidance.

APPENDIX H: PROCEDURES FOR IMPLEMENTING A DTS-TAILORED ORGANIZATION

General

It is possible for sites to deploy DTS without operational interfaces to the Defense Accounting and Disbursing Systems (DADS) and/or the Commercial Travel Office (CTO).

If the DADS interface is unavailable, DTS will act with functionality similar to an order writer. Travel authorizations and vouchers can be printed from DTS and processed manually in the DADS, or processed in accordance with local procedures. After the trip is completed, the voucher is automatically stamped PAID seven days after approval and the trip records are submitted to the DoD Archive/MIS.

An organization at any level in the hierarchy can be configured without electronic access to a Commercial Travel Office (CTO). Without the CTO interface, DTS users do not have the ability to request air, lodging, or rental car arrangements or have access to real-time availability information for these services. In addition, a Passenger Name Record (PNR) is not routed to the CTO. Travel arrangements are made directly with the CTO and the cost and method of reimbursement information is entered by the traveler.

No CTO Interface

The site identifies which organization(s) should be configured without the CTO interface. The CTO will be disabled in the organizational setup.

Using DTS Without the CTO Interface

The impact on the user occurs during the creation and/or amendment of the authorization. Access to real-time air, lodging, or rental car availability is not provided when the user creates the authorization. Instead, the user must contact the CTO by phone, fax, or e-mail to make a reservation, and then enter the quoted cost for the reservation in the authorization. The screens the user must access are:

- *Other Ticketed Transportation.* Enter airfare costs.
- *Per Diem Entitlements screen.* Enter lodging costs.
- *Non-Mileage Expenses.* Enter rental car costs as a commercial auto.

Once the document is signed by the user, DTS routes it to the Authorizing Official (AO) identified in the routing list. The document, including comments entered in the CTO Comment fields, is *not* forwarded to the CTO. The user must request a printable itinerary from the CTO.

Questions or requests for changes must be communicated to the CTO by phone, fax, or e-mail, in accordance with local travel procedures. If changes are made, the user must update the authorization, and, the adjusted (or amended, if already approved) document then routes to the AO.

Other features of DTS are not affected by the lack of the CTO interface. The user continues to apply a digital signature to the authorization, obligation and payment transactions are submitted to the financial accounting system through the GEX (if there is an operational DADS interface), and completed or cancelled trip records are transferred to the DoD Archive/MIS.

No DADS Interface

DTS Setup for No DADS Interface

If the site requires an organization to be setup as a blocked organization, a representative of the site should submit a ticket via the Defense Travel Management Office's TraX web site located at www.defensetravel.dod.mil/passport. Please include a title of "Request for tailored organization" and the complete Organization name and Organization code in the ticket. Once the ticket is received, a TAC analyst will complete the setup of the financial accounting system information. When the setup is complete, the site representative will receive a confirmation message. The setup identifies those organizations / travel documents that do not generate a financial transaction to the DADS. "DTST" must appear in the first field of the first account in the line of accounting (LOA) format.

An authorized user, such as the FDTA, sets up the blocked LOAs by entering "DTST" in the first field of the LOA within DTS when creating the LOA in the DTA Maintenance Tool. An organization may have both blocked and unblocked LOAs (if there are multiple financial accounting systems servicing the organization), however; DTS is configured to only allow one type of LOA on a document (regular or DTST.)

***Note:** Organizations using DTS-Tailored for DADS interface cannot use the non-ATM Advance or Scheduled Partial Payment (SPP) functionalities in DTS. Any travel requiring either of these must be arranged outside of DTS if DTS-Tailored for DADS interface is in place. In addition, these organizations cannot utilize the DTS CBA Reconciliation Module to reconcile, certify, and pay their related CBA transactions; reconciliation must be done using traditional reconciliation processes.

APPENDIX I: PROCEDURES FOR TRAVEL WITH REDUCED OR SPECIAL PER DIEM RATES

As applicable, the Authorizing Official (AO) may recommend payments for reduced/no per diem. The AO should inform the service point of contact of the need for a reduced rate. The contact information for the service point of contact is listed in the introduction of the Joint Federal Travel Regulations / Joint Travel Regulations (JFTR /JTR) under the heading, Feedback Reporting. An authorized reduced per diem rate must be established and stated on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the original order modification was issued).

When determined that a per diem rate exceeds the need for a temporary duty (TDY) assignment, the AO should seek to prescribe a fixed reduced per diem rate. Reductions in lodging and/or meal costs may result from:

- Prearrangement,
- Special discounts, or
- Other reasons.

The AO submits a request to the appropriate office that includes:

- Established lodging and meal costs,
- The traveler's name,
- Travel dates, and
- TDY assignment location.

Note: Find guidance on reduced/special per diem rates for SCT trip types in the *Document Processing Manual*, Chapter 11, Special Circumstances Travel.

APPENDIX J: PROCEDURES FOR PROCESSING RETURNED PAYMENTS

DTS receives and processes Advice of Collection (AOC) transactions for electronic funds transfer (EFT and GTCC) returns. When transmitting a request for payment, DTS expects to receive a positive acknowledgement and will apply the PAID status stamp to the voucher transaction (e.g., advances, scheduled partial payments [SPPs], settlement vouchers, and amended vouchers). Occasionally, payment requests are returned to DTS after the transaction has been marked as PAID in the travel document. EFT returns can occur anytime a request for payment is transmitted to the traveler's bank account and/or the GTCC vendor. Both returns are identified as EFT Returns in DTS. EFT Return processing involves:

- Receiving a notification of an EFT return (an AOC from the disbursing system)
- Recording the action of the EFT return
- Reducing and recalculating the amounts recorded as previously paid to traveler by the amount of the EFT return
- Notifying the traveler of the EFT return
- Providing a capability to submit a request for payment

Within this solution, travelers may reallocate a portion, or all, of the EFT return amount as an additional amount to be paid to the GTCC. DTS transmits the supplemental requests for payment accordingly. If a traveler records an additional expense or deletes an expense, DTS will transmit an adjusted obligation and require a positive acknowledgement before releasing the supplemental request for payment.

Payment Return from Traveler's Financial Institution: The below process describes the steps for an automated EFT return of voucher settlements from the traveler's financial institution:

1. DTS releases a Request for Payment (by line of accounting [LOA] and expense code combination) in a total amount that includes:

    - DTS-generated transaction ID
    - Expense code (i.e., PD, CBA, AMC, GTR, GBL)
    - EFT amount
    - GTCC amount
2. GEX / Defense Finance and Accounting Service Corporate Database (DCD) / Disbursing Office sends an Advice of Payment (AOP) that includes:

    - DTS-generated Transaction ID
    - Value for EFT Amount

It does not include:

- Expense code(s)
- GTCC amount (DTS assumes that any GTCC amount is paid as transmitted).

3. DTS applies the PAID and initiates the archive process.
4. AOC (i.e., EFT Return notice) received from GEX/DCD/Disbursing:

    - Data includes the traveler's Social Security Number (SSN), travel authorization number (TANUM), amount, and DTS Transaction ID
    - XML incoming processes requires validation of Transaction ID and cash collection voucher number. If AOC transaction is not valid, DTS rejects transaction back to GEX/DCD/Disbursing

5. The validated EFT Return automatically updates the current version of the voucher from authorization by:

- Applying EFT RETURN stamp with corresponding name, PAY MOD GENERATED
- Recalculating the DTS Payment Summary screen and updating:

    - - Previous Voucher Payment field with value of previous payments less value of EFT return.
    - - Voucher Totals and Net Distribution fields to the value of:
    - *Personal* should equal value of the EFT return.
    - *Individual GOVCC* should equal zero.
    - *Total* should be equal to value of the EFT return.

        1. DTS shall not update the appropriate budget items in the Budget module to reflect a reduction in expenditures when processing an EFT return.
        2. Send e-mail to the Defense Travel Administrator (DTA), AO, and traveler indicating that the EFT was returned (see below).

6. Traveler or Non-DTS Entry Agent (NDEA) prepares the amended voucher and verifies the EFT information and signs.
7. DTS executes the document routing list. AO approves the amended voucher.

If the traveler already submitted the amended voucher, DTS updates the most current version of the voucher with the AOC EFT return. Similar procedures are in effect for EFT returns related to payment requests for travel advances and/or SPPs. See DTA Manual, Appendix E for a sample of the EFT Return e-mail.

Payment Return from the GTCC Vendor: The steps for a manual EFT return of a split disbursement from the GTCC vendor are:

1. DFAS receives the batch list of returned payments (typically for a mis-match SSN between DTS and the GTCC account information.)
2. DFAS sends a manual AOC in a TAC ticket.
3. The TAC forwards the AOC document and procedures to the traveler and the DTA instructing:

    a. Amend the voucher.
    b. Attach the AOC as a substantiating record.
    c. Add a manual expense, “GTCC Return” for the amount and select a method of reimbursement of PERSONAL.

Note: The cause of a GTCC return is typically an SSN mis-match and there is no known way to correct this situation. The payment is resent to the traveler's bank account at a financial institution; it does not retransmit to the GTCC vendor.

    d. Process the voucher to approved.

Note: The trip may be overobligated until the DFAS AOC processes it through to accounting.

4. Traveler makes the appropriate payment to the GTCC vendor.

APPENDIX K: PROCEDURES FOR TRACKING LOST PAYMENTS

If a DTS traveler discovers a missing/lost payment, the traveler should

verify that the voucher is not in reject status and that an Advice of Payment was received. If sufficient time has passed for receipt/posting of the electronic funds transfer (EFT) or check, the traveler should contact their Organizational Defense Travel Administrator (ODTA) or Lead DTA (LDTA) for verification that the payment has not posted. The LDTA will contact either the DTS Help Desk or the Defense Finance and Accounting Service (DFAS) Indianapolis Disbursing to begin payment research.

Check Trace - checktrace@dfas.mil

This address is for the LDTA or ODTA to inquire, for a traveler, about a check that the traveler has not received. DFAS Indianapolis Disbursing will inquire Pacer and the Returned Check and Bond System to ascertain the check status, i.e., cashed, cancelled, or outstanding. Once DFAS Indianapolis Disbursing receives a status, a reply is sent to the LDTA or ODTA.

Recertified Check (DD2660) - recertifiedchecksdd2660@dfas.mil

The LDTA or ODTA use this address to forward the claim of non-receipt (DD Form 2660) for a traveler. Once DFAS Indianapolis Disbursing receives the status, a reply is sent to the LDTA or ODTA.

EFT Trace - efttracerequests@dfas.mil

The LDTA or ODTA use this address to request EFT traces for a traveler. Once DFAS Indianapolis Disbursing ascertains the status, a reply is sent to the LDTA or ODTA.

The ODTA or LDTA must include the traveler's name, voucher number, and voucher amount in the request.

APPENDIX L: PROCEDURES FOR USE OF GOVERNMENT TRANSPORTATION REQUEST AS METHOD OF PAYMENT

The traveler creates an authorization in DTS, but travel arrangements must be made directly with the Commercial Travel Office (CTO) outside of DTS. In the Ticketed Transportation section of the Travel module, the traveler or NDEA selects the one transportation type:

- TB - Prepaid Bus
- TP - Prepaid Plane
- TR - Prepaid Rail
- TV - Prepaid Vessel

Note: If one of these types is selected, DTS will automatically switch to Government Transportation Request (GTR) for the method of reimbursement.

The cost cited for transportation using one of these modes must always be $0, otherwise, the obligation will not be processed in DTS (see below). A GTR transaction that has a cost other than zero will be rejected from the GEX. The GTR cost should be noted in the Comments field on the authorization. Once the authorization is completed and signed by the traveler, it should be routed to the Transportation Officer (TO) with all the information necessary to make the travel arrangements.

Note: A conditional routing for travel mode must be established that includes the TO as a Routing Official.

The traveler, AO and TO must follow existing service or agency procedures for preparation and distribution of the GTR. The TO will have access to the authorization during routing for information necessary to prepare the GTR and should annotate the GTR number in the comments section while reviewing the authorization.

Local business rules must reflect specific procedures including CTO transaction fee billing for each site where a GTR is used as a transportation form of payment.

APPENDIX M: PROCEDURES FOR AUTHORIZED TRIPS HOME

A traveler should follow the JFTR/JTR (U4174-A2 / C4678-A2) and local procedures for en route travel. If changes occur, a traveler must notify the AO if there are additional travel costs, and update the trip record (authorization or voucher). There are two recommended ways to accomplish an Authorized Trip Home (ATH) in DTS:

- Two documents, with one created as an Arrangements Only trip type.
- Single document, one authorization for official travel and the ATH.

Single DTS document procedure scenarios:

Scenario A: The ATH is authorized before the start of the TDY.

1. Traveler makes the overall TDY departure and return transportation reservations in DTS. After the TDY reservations have been selected, the traveler may follow the local procedures for offline booking outside of DTS or use the Request Assistance button to request transportation for the ATH portion.

   Enter the recommended verbiage for the CTO Request Assistance:

   CTO, please assist traveler with transportation arrangements for the Authorized Trip Home on a separate PNR for offline ticketing: <Departure airport, date and time and return airport, date and time.> This does not change the reservations made online in DTS for the overall trip.

2. The CTO arranges the ATH reservations in a separate Passenger Name Record (PNR) and provides the ATH itinerary and cost to the traveler outside of DTS. This may incur a higher CTO fee.
3. Traveler updates the authorization by entering the additional round trip transportation arrangements and reimbursable costs, including any applicable CTO fees, under the Other Transportation screen in the Travel module of the authorization. Refer to local business rule procedures for offline ticketing requirements. If the form of payment for the transportation is a Centrally Billed Account (CBA), enter the ticket number, air expense, and CTO fee on the Other Transportation screen in the Travel module.
4. Apply the applicable per diem rate and duty condition of “Authorized Trip Home” in the Expenses module in the Per Diem Entitlements screen for the applicable days. This provides 75% M&IE for the days en route to and from the PDS or home and zeros out the lodging per diem except for the return day to the TDY location from the PDS or home.
5. Sign the authorization.

Scenario B: ATH is authorized while the traveler is on TDY.

1. Travel arrangements are made with the CTO outside of DTS following the local CTO procedures for offline ticketing. The authorization must be amended to enter the transportation costs, including any applicable CTO fees under the Other Transportation screen in the Travel module of the authorization. If the form of payment for the transportation is the CBA, the ticket number must be entered with the air expense under the Other Transportation screen in the Travel module.
2. Update the authorization with the applicable per diem rate of Authorized Trip Home for the applicable days.
3. Sign the amended authorization to route for approval.

Refer to local DTS business rules for other necessary specifics and variations to these general procedures.

Two documents procedure

Two authorizations, TDY and ATH, can be created to make all travel arrangements in DTS, lowering the CTO fee for ATH.

The overall trip is accomplished as outlined above, except the ATH reservation is made in DTS. Create a second authorization using the trip type Arrangements Only to make the ATH reservations, requiring approval for ticketing.

By using the Arrangements Only trip type, financial transactions will not be generated and a voucher cannot be created, preventing overpayments. As outlined above, the TDY authorization must be updated to enter the additional round trip transportation arrangements and reimbursable costs, including any applicable CTO fees on the Other Transportation screen in the DTS Travel module. If the form of payment for the transportation is a CBA, the Arrangements Only Other Transportation entries can be used as a source to enter the ticket number with the air expense in the TDY authorization, along with the CTO fee with the ticket number or reference number provided by the CTO.